

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-185

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 4161.1
Certificated Personnel -
Sick Leaves; First
Reading; Waive 2nd
Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves within the Personnel series.

NWABSD does not currently have this policy. This AASB update revises BP 4161.1 to clarify and better align it with state law.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves as presented;
2. Do not approve the first reading of the proposed revisions to BP 4161.1 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4161.1 Certificated Personnel - Sick Leaves as presented.

BP 4161.1 CERTIFICATED PERSONNEL – SICK LEAVES

Every certificated employee who works the majority of a contractual month is entitled to one and one-third days of sick leave for that month. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of commencing employment at the district.

(cf. 4161.4/4261.4/4361.4 - Family and Medical Leave)

Sick Leave Bank

Note: [AS 14.14.105](#) provides that the School Board may establish a sick leave bank independently or jointly with certificated employees. The following optional language may be revised or deleted as appropriate.

The School Board authorizes the establishment of a sick leave bank to provide certificated employees sick leave benefits in unusual circumstances. Certificated employees may draw not more than twice the number of days of sick leave the teacher has accumulated before the first day of school in any school year, or 24 days, whichever is greater. The School Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

[14.14.105](#) *Sick leave bank*

[14.14.107](#) *Sick leave and sick leave transfer*

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[23.10.500 - 23.10.550](#) *Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

[4 AAC 15.040](#) Sick leave

[4 AAC 15.900](#) Definitions

FAMILY AND MEDICAL LEAVE ACT, [29 U.S.C. 2601](#) et. seq.; [29 CFR Part 825](#),
amend. 2008

Adopted:

Northwest Arctic Borough School District